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DEPARTMENT OF TRANSPORTATION  
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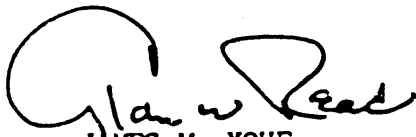
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SUBJ: PHYSICAL SECURITY REVIEW OF NEW FACILITIES,  
OFFICE SPACE OR OPERATING AREAS

1. PURPOSE. This Order implements within FAA, Department of Transportation Order 1660.4, Physical Security Review of New Facilities, Office Space or Operating Areas, which is attached as Appendix 1.
2. DISTRIBUTION. This Order is distributed to branch level and above in Washington Headquarters, regions, centers and overseas area offices, and the minimum to each field facility.

  
JAMES M. YOHE

Director of Investigations and Security

Distribution: WRNC-3, M-2, FOF-O (minimum)

Initiated By: ASE-200

# Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1660.4

1600.46  
Appendix 1  
7/14/75

6-13-75

SUBJECT. PHYSICAL SECURITY REVIEW OF NEW FACILITIES, OFFICE SPACE  
OR OPERATING AREAS

1. PURPOSE. This Order prescribes Department of Transportation (DOT) requirements for reviewing the physical security environment when obtaining new facilities, office space or operating areas for use by any DOT element.
2. BACKGROUND. The Department is responsible for assuring that adequate physical security protection is provided for Government property and the DOT employees concerned at all DOT facilities. Advance planning is required when any DOT element obtains use of new facilities or operating areas or when office space in a new geographical location is proposed. The General Services Administration (GSA) has responsibility for providing basic physical protection for buildings and grounds for which GSA has space assignment responsibility, in accordance with Federal Property Management Regulations, Subpart 101-20.5, "Physical Protection" (see Attachment 1 to this Order). Since the physical protection which GSA provides will vary with the different locations, it is essential for the Departmental element concerned to know in advance what physical protection to expect from GSA, and what additional protection is needed to the extent that it should be provided through Departmental resources.
3. REFERENCE.
  - a. DOT 1600.20, Reporting and Investigation of Violations of Law or Departmental Standards of Conduct, of 1-10-69, which is applicable when an incident involves possible violation by an employee of a Departmental element.
  - b. DOT 1660.2, Theft/Loss Reporting Procedures for the DOT Washington Headquarters Facilities, of 10-3-73, is applicable when reporting an incident at the Washington headquarters buildings.
4. RESPONSIBILITIES.
  - a. Secretarial Offices and Heads of Operating Administrations shall assure that their subordinates obtaining new facilities, operating areas, or office space shall coordinate with their servicing investigations and security element prior to occupancy or use of the new space.

DISTRIBUTION: All Secretarial Offices  
All Operating Administrations

OPI: Office of  
Investigations  
and Security

- b. Investigations and Security Elements shall review the adequacy of physical security features of the proposed new space under their jurisdiction, shall recommend any changes or additional measures which may be warranted, and shall establish liaison with appropriate local law enforcement and GSA officials.
  - c. Tenants in new DOT Facilities shall confer with their servicing investigations and security element to become familiar with requirements and procedures for reporting incidents of loss, theft, or other physical security problems arising at the facility.
5. PHYSICAL SECURITY PROTECTION CONSIDERATIONS. Factors to be considered in determining adequacy of the physical security protection of a Departmental facility are provided in Attachment 2 to this Order. The physical security needs must be determined on a case-by-case basis, taking into consideration such matters as where the facility is located, the nature of the activity's mission, and the extent of criminal or disruptive incidents in the area.
6. OBTAINING GSA PROTECTIVE SERVICES. Attachment 3 to this Order lists the addresses and phone numbers of the GSA Federal Protective Services regional offices. For facilities which are not located at regional headquarters cities, it will be necessary to establish liaison with the nearest GSA representative concerned with protective services.
7. REPORTING THEFT OF GOVERNMENT PROPERTY. Incidents involving theft of Government property from a DOT facility must be reported in accordance with GSA local requirements when GSA has space assignment responsibility. Reports shall also be made in accordance with references a. and b. in Paragraph 3 above when applicable.
8. SUPPLEMENTATION. OST and operating elements may issue implementing instructions and supplements to this Order relating to procedures unique to their organization or other conditions not covered in this Order, providing they are not inconsistent with its provisions, unless a deviation is approved by the Assistant Secretary for Administration.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger  
Assistant Secretary  
Administration

FEDERAL PROPERTY MANAGEMENT REGULATION  
SUBPART 101-20.5 PHYSICAL PROTECTION

101-20.504-2 (a)

Subpart 101-20.5—Physical Protection

§ 101-20.500 Scope of subpart.

This subpart prescribes policies and methods for the physical protection of buildings and grounds under the charge and control of GSA; requires active participation of occupant agencies in accomplishing certain aspects of physical protection; requires the reporting of thefts and other unlawful incidents to appropriate GSA officials; and requires the establishment of self-protection plans and organizations to meet all emergencies except enemy attack.

§ 101-20.501 Basic policy.

For buildings and grounds for which GSA has space assignment responsibility, GSA will furnish as normal protection not less than the degree of protection provided by commercial building operators of similar space for normal risk occupants, as determined by GSA. This protection may include control of building entry and inspection of packages when GSA determines such control is warranted for general Government occupancy and not necessitated by special activities of specific agencies. Special protection required due to the nature of business conducted within the space or unusual public reaction to an agency's programs and missions, whether or not of a continuing nature, will be determined jointly by GSA and the occupant agency or agencies and will be provided on a reimbursable basis in accordance with Subpart 101-21.4.

§ 101-20.502 Protection criteria.

Determination of the level of normal protective service will be made by GSA on a case-by-case basis and will consider the facility's location; size and configuration; history of criminal or disruptive incidents in the surrounding neighborhood not primarily directed toward the occupant agency's mission; extent of exterior lighting; presence of physical barriers; and such other factors as may be deemed pertinent.

§ 101-20.503 GSA responsibilities.

§ 101-20.503-1 Physical protection.

GSA provides normal and special protection through perimeter patrol, interior patrol or fixed posts manned by Gov-

ernment or contract uniformed personnel; by security systems and devices; by locking building entrances and gates other than during normal hours of occupancy; through the cooperation of local law enforcement agencies; or by any combination thereof depending upon the facility and the degree of risk involved.

§ 101-20.503-2 Investigations.

GSA coordinates and cooperates with other Federal and local law enforcement agencies in investigating thefts of property and violations of Federal statutes covering other criminal activities committed in or on buildings and grounds under GSA assignment; receives, records, investigates, and evaluates incident reports; refers investigative findings to the U.S. Attorney or appropriate law enforcement agency; and maintains liaison with Federal and local law enforcement agencies for assembling and presenting evidence relating to such thefts and other criminal activities.

§ 101-20.504 Responsibilities of occupant agencies.

§ 101-20.504-1 General.

Occupants of GSA assigned space shall cooperate to the fullest extent possible with all pertinent facility regulations and procedures, shall make recommendations for improving protection, shall ensure that unlawful acts against real and personal property are promptly reported to GSA at the local or regional level, and shall provide an educational program to all employees on protection and related matters.

§ 101-20.504-2 Facility self-protection.

Occupant agencies are responsible for immediate positive and orderly action to safeguard life and property in the event of all emergencies, except enemy attack, by developing a plan and establishing, staffing, and training an organization in accordance with paragraphs (a) through (d) of this section.

(a) A Facility Self-Protection Plan will be developed by or under the auspices of the highest ranking official of the agency having the largest number of employees in the building or facility, or by an alternative high ranking official designated in advance by agreement of occupant

**PART 101-20 MANAGEMENT OF BUILDINGS  
AND GROUNDS**

101-20, 504-2 (a)

agency officials. All occupant agencies will give full cooperation to the designated official in developing the Plan.

(b) A Facility Self-Protection Organization of employees of the agency or agencies within the building will be designated and trained to carry out all functions of the Plan.

(c) The GSA representative (buildings manager) shall assist appropriate officials of the occupant agency(ies) and cooperate with the local authorities in achieving the objectives of the Plan. In this connection, the buildings manager shall provide information and guidance, including copies of appropriate publications dealing with emergencies in Federal buildings. The buildings manager, to the extent possible and in accordance with established criteria, shall provide the Organization with members who are technically qualified in the operation of utility systems and the installation and maintenance of protective equipment such as warning devices and firefighting apparatus, and shall promote training for buildings employees, and others as required. In leased space, GSA will coordinate activities with the primary occupant agency and

the lessor to ensure that a comprehensive plan is available for the occupants of the GSA-leased space.

(d) The decision to activate the Organization shall be based upon the best intelligence available, tensions in the locality, previous experience, sensitivity of target agency(ies), and the advice of local, State, and Federal law enforcement agencies. When there is an immediate danger to persons, such as fire, explosion, or the discovery of an actual explosive device (not a bomb threat), the premises shall be evacuated at once, without consultation, by sounding the fire alarm system or through other means in accordance with the Plan. During normal duty hours when there is advance information of an emergency, the designated official shall initiate action, according to the Plan, including evacuation. After normal duty hours, the senior Federal official present as a representative of the designated official shall initiate action to cope with emergencies, including evacuation, in accordance with the Plan. Immediately thereafter, he shall advise the designated official of the action taken and apprise him of current conditions. Action initiated to cope with civil defense emergencies shall be taken in accordance with established civil defense instructions and warning signals.

## GUIDE

### DOT OFFICE SPACE PHYSICAL SECURITY PROTECTION

#### 1. BASIC OBJECTIVES

Arrangements for office space to be occupied by any DOT element must have provisions which enable the tenant to:

- a. Control access into the space when the assigned employees are not present;
- b. Control the removal of or the unauthorized access to property, equipment and official records from the space; and
- c. Obtain protective services when disorders or other emergency situations arise.

#### 2. PRE-ACCEPTANCE PHYSICAL SECURITY REVIEW

Prior to acceptance of the office space, the DOT official in charge of the element concerned should review the adequacy of the physical security arrangements, preferably by having them assessed by the servicing DOT physical security officer. As part of their Federal space assignment responsibilities, General Services Administration (GSA) officials shall "furnish as normal protection not less than the degree of protection provided by commercial building operators of similar space for normal risk occupancy, as determined by GSA." Due to the variables in the situations at different office locations and in the interpretations made by different GSA determining officials, the matter needs to be closely monitored. Although GSA is the determining authority, DOT is responsible for assuring that Departmental interests are protected.

#### 3. SPECIAL PROTECTION FEATURES

When the tenant needs special protection features for any reason, such requirements are jointly determined by GSA and the tenant agency, normally with arrangements for the tenant to reimburse GSA for any added cost.

#### 4. VARIATIONS IN DIFFERENT LOCATIONS

Basic physical security requirements are similar for both Government-owned and commercial buildings. However, there may be a diversity of such requirements, depending on whether the tenant occupies the entire building, has one or more floors in a building shared with other tenants,

or has less than a full floor in a jointly occupied building. Because of the physical security problems involved, office space separated or scattered throughout a building should be avoided. Top floors in a building are easier to protect than lower floors or floors located between those occupied by other tenants. Where there is a mixture DOT elements in the same building, every effort should be made to locate all of the DOT elements on the same or successive floors.

5. RECOMMENDED PROTECTION ACTION.

Physical security features which are needed for office space occupied by DOT elements will vary with the local circumstances. The following factors should be considered prior to occupancy:

a. Controlling access into the space.

- (1) Equipment with a locking system which gives the tenant effective control over who can get into the space during prescribed security hours when the space is normally unattended.
  - (a) Provide for perimeter doors to be locked and for the locking of interior rooms if needed.
  - (b) Assure effective key controls and lock changes If keys become compromised.
- (2) If admittance is screened by a guard force, specify how authorized persons are to be identified.
- (3) Unless cleaning and building maintenance/repair is performed during normal duty hours, determine how their presence during security hours is controlled.
- (4) If elevator service is provided for the space, assure that it does not give uncontrolled access during security hours.

b. Controlling removal of property, equipment and official records.

- (1) Specify what property removal controls are applicable and report all property thefts
- (2) Provided added protection for windows which are easily accessible from the exterior and are not under guard observation during security hours.
- (3) Place activities requiring most protection (e.g involving funds, sensitive information, etc.) in strategic locations in space with minimum physical security vulnerability.

or has less than a full floor in a jointly occupied building. Because of the physical security problems involved, office space separated or scattered throughout a building should be avoided. Top floors in a building are easier to protect than lower floors or floors located between those occupied by other tenants. Where there is a mixture of DOT elements in the same building, every effort should be made to locate all of the DOT elements on the same or successive floors.

#### 5. RECOMMENDED PROTECTION ACTIONS.

Physical security features which are needed for office space occupied by DOT elements will vary with the local circumstances. The following factors should be considered prior to occupancy:

##### a. Controlling access into the space.

- (1) Equip with a locking system which gives the tenant effective control over who can get into the space during prescribed security hours when the space is normally unattended.
  - (a) Provide for perimeter doors to be locked and for the locking of interior rooms if needed.
  - (b) Assure effective key controls and lock changes if keys become compromised.
- (2) If admittance is screened by a guard force, specify how authorized persons are to be identified.
- (3) Unless cleaning and building maintenance/repair is performed during normal duty hours, determine how their presence during security hours is controlled.
- (4) If elevator service is provided for the space, assure that it does not give uncontrolled access during security hours.

##### b. Controlling removal of property, equipment and official records.

- (1) Specify what property removal controls are applicable and report all property thefts.
- (2) Provide added protection for windows which are easily accessible from the exterior and are not under guard observation during security hours.
- (3) Place activities requiring most protection (e.g., involving funds, sensitive information, etc.) in strategic locations in space with minimum physical security vulnerability.



- (4) Determine how covert entry or exit can be prevented without infringing on safety requirements.

c. Obtaining protective services.

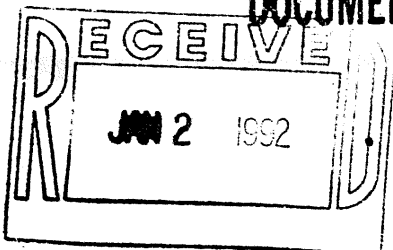
- (1) Utilize available protective forces provided by GSA, the building owner or the tenant agency.
- (2) When no immediate guard service is available, establish liaison with local law enforcement officials, advising of the security hours and whom to contact in an emergency.
- (3) Arrange for employee parking facility protection if needed.

6. PHYSICAL SECURITY FOR OPERATING SPACE

Physical security measures similar to those for office space should be considered when a DOT element is obtaining spaces to be used for operating purposes other than offices. Additional features such as facility exterior lighting, fencing, and intrusion alarm systems may warrant consideration. The physical security officer concerned should base his recommendations on a survey of the specific physical security needs of the facility.



Department of  
Transportation  
Office of the Secretary  
of Transportation

**ORDER**

DOT 1610.2

2-10-84

ATC/DO  
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Subject: NATIONAL COMMUNICATIONS SECURITY COMMITTEE (NCSC) POLICY AND  
NATIONAL COMMUNICATIONS SECURITY (COMSEC) ISSUANCE SYSTEM

1. PURPOSE. This Order provides for the dissemination of NCSC policy and National COMSEC issuances within the Department of Transportation (DOT).
2. CANCELLATION. DOT 1610.1, Communications Security (COMSEC) and Emanations Security (EMSEC) Issuance System, of 8-31-72.
3. REFERENCES. NACSI 1001A, Management of the National COMSEC Issuance System of September 29, 1983.
4. APPLICABILITY. The provisions of this Order apply to the Office of the Secretary (OST) and Operating Administrations.
5. BACKGROUND. By Executive Order 12036, dated January 1978, the Secretary of Defense was designated as the Executive Agent for Communications Security. The Executive Order also states that the Director of the National Security Agency will execute those responsibilities for the Secretary of Defense.

In June of 1980, the Secretary of Defense promulgated to all Federal departments and agencies the National Communications Security Directive which established the National Communications Security Committee (NCSC). This committee was established within the Executive Branch to be used for the coordination of communications security responsibilities of the Secretary of Defense. The committee establishes communications security policy and issues advisories to be implemented by all Federal departments and agencies.

6. DISCUSSION. The Director of the National Security Agency is responsible for managing the National COMSEC issuance system. The Director also develops, publishes and disseminates National COMSEC Instructions (NACSI), National COMSEC Information Memoranda (NACSIMs) and National COMSEC Advisory Memoranda (NACAMs) after they have been coordinated with the members of the National Communications Security Committee (NCSC).
  - a. NCSC Directives establish broad policy and guidance for COMSEC matters.
  - b. National COMSEC Advisory Memoranda (NACAMs) provide advice and assistance on broad COMSEC matters.
  - c. National COMSEC Information Memoranda (NACSIMs) contain information of general interest or application pertaining to technical or procedural aspects of COMSEC.